



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Chief Appraiser

**FLSA:** E

**SERVICE:** Classified

**REVISED:** 6/1/05

**Summary:** Under limited supervision, performs work of considerable difficulty in the administration and supervision of all appraisal divisions; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, assigns and supervises the work of office, commercial, residential, and sales ratio divisions.
- Represents Assessor in administrative appeal process and court actions.
- Recommends and implements process improvements and new techniques.
- Supervises appraisers through planning and assigning work, coordinating, training and evaluating performance.
- Interprets new appraisal regulations and communicates information to staff.
- Reviews and responds to protests of property valuations.
- Measures, evaluates and calculates pertinent information pertaining to property.
- Trains Appraiser Trainees and other Appraisal staff.
- Makes presentations to the Board of Supervisors.
- Prepares reports for the Assessor. Maintains required records and reports.
- Prepares computer reports and diagrams.

### Knowledge and Skills:

- Knowledge of principles, practices and procedures used in property assessment/appraisal.
- Knowledge of guidelines and statutes affecting property assessment.
- Knowledge of office practices and procedures.
- Knowledge of database software and specialized computer software for sales tracking.
- Knowledge of principles and practices of supervision.
- Skill in operating common office equipment including computers and associated accounting and office software.
- Skill in rapidly calculating and verifying arithmetic computations.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

High School Diploma or G.E.D.; AND Arizona Department of Revenue Level II Certification; AND five years experience in property appraisal; AND two years experience in a supervisory role; AND a valid driver's license.